



FEBRUARY 2005

QUALITY

“We Guarantee It”

**Visit Our Revised Web
Page and New On-Line
Catalog at:**

<http://www.hood.army.mil/TSC>

http://www.hood.army.mil/TSC/tsc_digital_catalog.htm



DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS & FORT HOOD
FORT HOOD, TEXAS 76544-5056

AFZF-PTM-TS

TSC BULLETIN

The TSC bulletin is published for information and is not intended to be directive in nature.

Key Personnel

Installation VI Manager (Bldg# 229)
Contract Officer's Representative (COR) 288-9652 (DSN 738-9652)

Property Administrator (Bldg# 229)
287-5669 (DSN 737-5669)

Work Reception Cust. Svc. (Bldg# 229) 287-4960/3909
(Photo Appointments) Fax# 288-7675 (DSN 738-7675)

VI Customer Service Center/Training Aids Warehouse (Bldg# 230) 287-4593
(GTAs & Device Loans) Fax# 287-3936

Property Book Office (Bldg# 229) 287-2669
(Update or change account information) Fax# 287-3936

Training Aids, Devices, Simulators and Simulations (Bldg# 19036) 287-2488
(TADSS) Fax# 287-1808

General Manager (Bldg# 231) 287-4999
Johnson Controls World Services, Inc.

The Bulletin should be retained as a reference to update the Training Support Center Catalog and used in conjunction with DoD 5040.2-C (Catalog of VI Productions), DA Visual Information Distribution Bulletin, DA Pam 350-9 (Index and Description of Army Training Devices), DA Pam 25-90 (Visual Information Products Catalog) and TRADOC Pam 71-9 (Training Devices for Army wide use).

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TSC "Bulletin"

Customer Satisfaction

PHOTO RETAKES

Help us to reduce re-takes! Check the fit and appearance of your uniform and authorized awards with your chain of command **before** coming to our photo studios.

TSC ACCOUNTS

Signature cards on DA Form 1687 and training devices on long term loan must be updated annually.

254-287-2669

DELINQUENT ACCOUNTS

Failure to return a borrowed training item may make your entire battalion delinquent. Avoid the hassle and return it on time!

254-287-4593

Do You Have a Comment, Complaint or Suggestion?

Comments, complaints, or suggestions may be addressed to Mr. Robert Sandage, Deputy Project Manager, Johnson Controls, Bldg 229. You may use our "We Guarantee It" card (all TSC locations) by phone: **254-287-0506** or email on the Global Address List.

DA PHOTOS

Failure to show up or cancel in advance for your scheduled appointment hurts your fellow soldiers and your unit's reputation. Be on time in the right uniform.

**-Ready to Shoot-
254-287-3909**

PRESENTATION SUPPORT

AV Technicians are available for consultations to plan for successful briefings and presentations. It is always a good idea to plan ahead.

254-287-3909

SELF-HELP

Self-Help can only provide resources for training related items produced at the Self-Help Center, using its graphic art computers and equipment.

Classes are given each Tuesday and Wednesday at 0900. Call **254-288-0959** for an appointment.

TADSS Plan, Plan, Plan!

Turn in work orders at the TADSS Main Warehouse for faster service, Bldg 19036 on North Avenue.

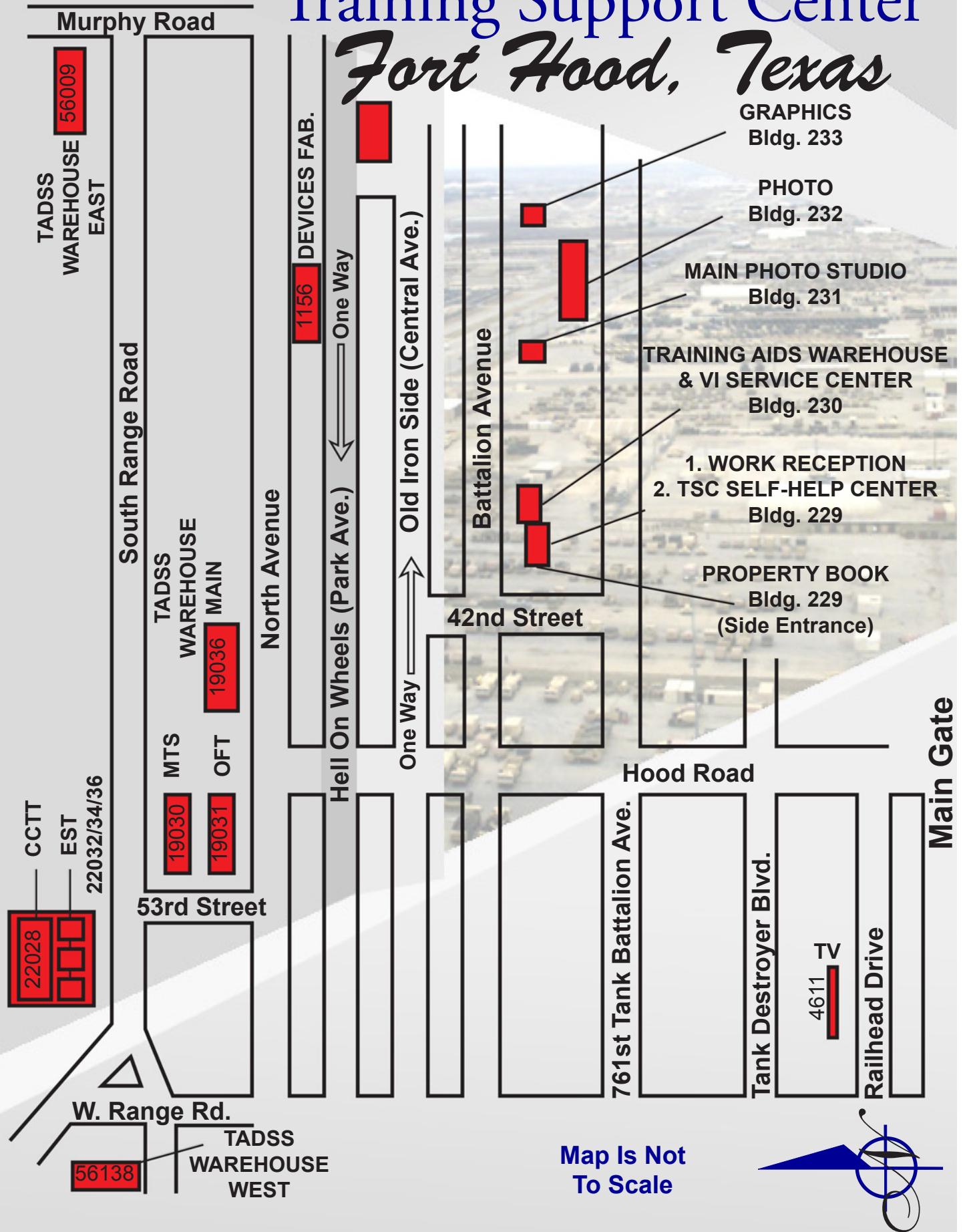
**CALL
254-287-2488**

TV

TSC can duplicate your training tapes in nearly any format. We also operate Channel 10 for your announcements.

Call 254-287-3909
for more details.

Training Support Center *Fort Hood, Texas*



HOW TO ACQUIRE TSC PRODUCTS & SERVICES

PRODUCTION OF	FILL OUT	SUBMIT TO	TELEPHONE/FAX	COMMENTS
GRAPHICS DEVICES TV PRODUCTION/SERVICES VIDEO/AUDIO TAPES CHANGE OF COMMAND PHOTOS PHOTO REPRODUCTION TV PUBLIC ANNOUNCEMENTS	DA FORM 3903 “ “ “ “ “ “ “ DA FORM 3903 and FHT FORM 25-X32	WORK RECEPTION CENTER BLDG 229	Voice- (254) 287-3909 Fax – (254) 288-7675	➤ Be sure your work orders are complete and with signature. ➤ Call Work Reception to verify receipt of facsimile. ➤ Plan ahead for best results.
SERVICES	FILL OUT	SUBMIT TO	TELEPHONE/FAX	COMMENTS
VI DESIGN & PLANNING CONSULTATIONS PRESENTATION SUPPORT HOWZE THEATER SUPPORT	DA FORM 3903	WORK RECEPTION CENTER BLDG 229	Voice- (254) 287-3909 Fax – (254) 288-7675	➤ Complex WOs may require consultation.
VIDEO TELECONFERENCING (VTC)	DA FORM 3903	CONFERENCE ROOM 2 BLDG 1001	Voice- (254) 288-3399 Fax – (254) 287-6894	➤ Consultations normally required.
VI SERVICE CENTER – TRAINING AIDS WAREHOUSE	DA FORM 1687 FHT FORM 25-X22 TSC DAMAGE LOSS MEMO 5050-503	CUSTOMER SERVICE COUNTER BLDG 230	Voice- (254) 287-3619 Fax – (254) 287-3936	➤ DA Form 1687 for signature authority ➤ FHT Form 25-X22 for temporary loan ➤ TSC memo for property accountability
TRAINING AIDS, DEVICES, SIMULATORS AND SIMULATIONS (TADSS) AND MULTIPLE INTEGRATED LASER ENGAGEMENT SYSTEM (MILES)	DA FORM 1687 FHT FORM LETTER 25-X1 TSC DAMAGE LOSS MEMO 5050-503	TADSS MAIN WAREHOUSE BLDG 19036	Voice- (254) 287-2488	➤ DA Form 1687 for signature authority ➤ FHT Form 25-X22 for temporary loan ➤ TSC memo for property accountability

For More information visit our **web site** at <http://www.hood.army.mil/tsc/> Or our **Public Folder** at <outlook:\\Public Folders\\All Public Folders\\Fort Hood Public Folders\\III Corps Public Folders\\III Corps G3\\Training Support Center>

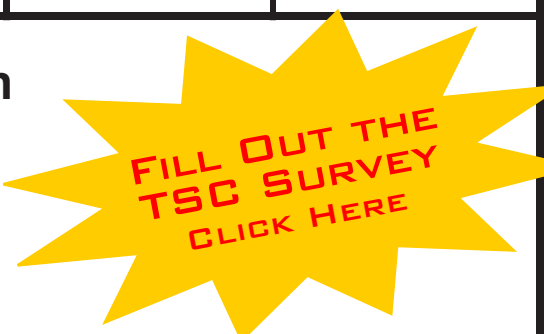
HOW TO ACQUIRE TSC PRODUCTS & SERVICES

SERVICES	FILL OUT	SUBMIT TO	TELEPHONE/FAX	COMMENTS
OBSERVED FIRE TRAINER (OFT)	DA FORM 3903	OFT BLDG 19031	Voice- (254) 287-3374 Fax – (254) 553-0435	➤ Plan ahead for best results
IMPROVED MOVING TARGET SIMULATOR (IMTS)	DA FORM 3903	IMTS BLDG 19030	Voice- (254) 287-3640	➤ Plan ahead for best results
PROPERTY BOOK AND TSC ACCOUNT MANAGEMENT	DA FORM 1687 DA FORM 3161 DA FORM 2062	PBO BLDG 229	Voice- (254) 287-2669 Fax – (254) 287-3936	➤ DA Form 1687 for signature authority ➤ DA Form 2062 Hand Receipt for long term loan ➤ DA Form 3161 Request for Issue/Turn-In for short term loan
CLASSES	FILL OUT	SUBMIT TO	TELEPHONE/FAX	COMMENTS
TWGSS PGS TSV	DA Form 3903	TADSS MAIN WAREHOUSE BLDG 19036	Voice- (254) 287-2488	➤ Call to arrange date/time.
EST 2000 WEAPONER	DA Form 3903	OFT BLDG 19031	Voice- (254) 287-3374 Fax – (254) 553-0435	➤ Be sure your work orders are complete and with signature. ➤ Call Work Reception to verify receipt of facsimile. ➤ Check bulletin or call for dates/times
GRAPHICS SELF-HELP	NO FORM REQUIRED CALL (254) 288-0959	SELF-HELP CENTER BLDG 229	Voice- (254) 288-0959	➤ Call to schedule a class. ➤ Check bulletin or call for dates/times

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VI & TRAINING SUPPORT CLASS SCHEDULE

FEBRUARY 2005

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	TSC Self Help Class 0900	TSC Self Help Class 0900 Weaponeer Class 0830 1030 1230 1430		
7	8	9	10	11
	TSC Self Help Class 0900	TSC Self Help Class 0900		
14	15	16	17	18
	TSC Self Help Class 0900	TSC Self Help Class 0900 Weaponeer Class 0830 1030 1230 1430		
21	22	23	24	25
Presidents' Day	TSC Self Help Class 0900	TSC Self Help Class 0900		
28	<p>For class information call: 288-0959</p> <p><i>Maximum of 8 per class.</i></p> 			

GTAs *On-Line*

If we don't have what you need and you need yours right away try getting them on line. The Reimer Digital Library (RDL) site has moved to:

<http://www.train.army.mil>

Simply go to the *Library Search* under *RDL Services* and follow directions. You can maximize these services by using your *Army Knowledge On Line (AKO)* account.

Download Viewers Software



Obtaining DoD Training Videos and Interactive Multimedia Instruction

The Defense Automated Visual Information System/Defense Instructional Technology Information System (DAVIS/DITIS) site is located at <http://afishp6.afis.osd.mil/dodimagery/davis>.

DO NOT print out requests for videotapes and bring it to this TSC for service. Send the request directly to Joint Visual Information Services Distribution Activity (JVISDA) and receive Video Media by mail from them.



Disclaimer for External Link

The appearance of hyperlinks on this page does not constitute endorsement (by the Federal Government, Department of Defense, the Fort Hood Training Support Center, or Director of Information Management, Fort Hood Texas) of linked web sites or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the Fort Hood Training Support Center and Director of Information Management, Fort Hood Texas do not exercise any editorial control over the information you may find at linked locations. External links are provided consistent with the stated purpose of this DoD web site.

THE DEPARTMENT OF THE ARMY PHOTO MANAGEMENT INFORMATION SYSTEM (DAPMIS)

The Army is transitioning to using electronic photos exclusively for Promotion Boards. The Fort Hood Training Support Center is an active participant in the Department of the Army Photo Management Information System (DAPMIS), an Army-wide digital repository of Official Promotion Photos for Army personnel.

When you have your promotion photo taken in a Fort Hood TSC Studio, it will be uploaded into the DAPMIS system after your session. You then have the opportunity to review your official photo from a computer with internet access and either accept or reject it. It is important to understand that reviewing your photo on the Web is optional. If you do not log in to the web site to accept/reject your photo within three business days after it is available on-line, the new image will automatically become your Official DA Photo. This new photo will be exactly the same as the one you previewed at the studio. No changes are made by TSC or PERSCOM.



Our photographers are experienced at taking DA Photos but they are not magicians! We can make a properly fitting uniform look great, but a badly fitting uniform will still look bad. Please keep in mind that natural wrinkles from the wear of the uniform are acceptable and are not justification for a retake. In addition, errors in the wear of the uniform may not be grounds to have your photo shot again. Scrutinize your uniform BEFORE coming to the studio. If you reject your photo, and wish to replace it, your request for a retake must be justified.

Hard copy photos are no longer required for most enlisted personnel and will no longer be provided to these soldiers. A memo from the Office of the Chief Information Officer / G-6 dated, 3 August 2004 states "Effective immediately, Army Multimedia/Visual Information (M/VI) and supporting sister service activities are no longer required to provide hardcopy photographs for active enlisted soldiers at locations that have the capability to upload digital photos to the Department of the Army Photograph Management Information System (DAPMIS). Hardcopy photographs are also no longer required for Army National Guard and Reserve enlisted soldiers whose selection boards are held at Human Resource Command-St. Louis if they can be uploaded to DAPMIS." The memo also goes on to say that "the requirement to provide two photo hardcopies and upload digital file to DAPMIS for active Army officers is still in effect."

INSTRUCTIONS FOR REVIEWING YOUR PHOTO VIA THE WORLD WIDE WEB

System Requirements: Internet Explorer (6.0 or higher)

Photo review process:

1. Start your web browser.
2. Go to: <https://isdtrad15.hoffman.army.mil/dapmis/ImageAcceptProlog.do>
3. You will need to enter your AKO login and password in the security popup window.
4. You will now see the DAPMIS intro page. Press Photo View.
5. You will now see the Photo View and Acceptance screen.
6. It is here that you will either accept or reject the new photo to be your DA Official Photo.
7. This process must take place in less than three days from the time that the photo facility entered the photo into the system.



Please note that photos are typically uploaded into the DAPMIS system within 1-2 business days of the soldier being photographed. Due to technical limitations and other circumstances beyond our control (network and/or internet outages, problems with the DAPMIS web site, etc.) we cannot guarantee this turnaround time.

If you have any comments or questions, please e-mail them to dapmis@hoffman.army.mil. The effectiveness of this system and future improvements will be based on your comments.

WORK RECEPTION AREAS

Main	Bldg 229	287-4960
TADSS Warehouse Main	Bldg 19036	287-2488
Training Aids Whse.	Bldg 230	287-4593
MTS	Bldg 19030	287-3640
OFT	Bldg 19031	287-3374
Photo Appt.	Bldg 229	287-3909
Training Classes	Bldg 229	287-4960

Questions/Information 287-3909/4960

NECESSARY FORMS

DA 1687 - Delegation of Authority

DA 2062 - Long Term Loan

DA 3161 - Short Term Loan

DA 3903 - Production/Services

FHT FORM 25-X32 - Public Announcement

FHT FORM 25-X22 - Training Aids Warehouse Loan Form

FHT FORM LETTER 25-X1 - TADSS Warehouse Loan Form

5050-503 - Sample TSC Damage Loss Memo

1850-502 - Establishing a TSC Account



GRADE US

The Training Support Center (TSC) wants to know... How Was the Service?

Name of employee visited: _____

Date of visit: _____

Was the assistance satisfactory? Yes _____ No _____

If not, why not? _____

Comments: _____

Name (optional): _____

Company/Unit/ Organization (optional): _____

Fill in the blanks that apply, print form (address on back), fold, staple and send through distribution or mail.



**Department of the Army
Headquarters
III Corps & Fort Hood
Attn: AFZF-DPTS-TS
Fort Hood, Texas 76544-5058**
